Instructions for completing your Traveler Profile
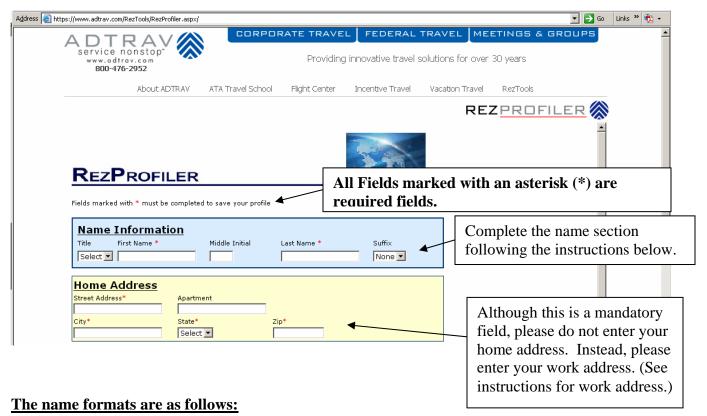
To create a profile, go to: www.rezprofiler.com

Click on "Create New Profile."

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REZPROFILER

Welcome to the RezProfiler System.

The information contained in this form will be used by ADTRAV Travel Management to make all of your travel reservations. All information will be held in the strictest confidence. This is a secured web application using Secure Socket Layer technology to protect you.

Enter Your Company's WorldFile Id.

WORLDFILE ID:

TRAVELER'S
EMAIL ADDRESS:

submit

Enter appropriate Worldfile ID for your bureau (see chart below)

Enter your e-mail address.

Click on submit.

If you have any questions, comments, or problems please email us at RezProfiler@adtrav.com or gives us a call at 1-800-476-2952. Thank you for helping us to serve you better!

Internet

Bureau Worldfile ID

Bureau	WorldFile ID
Bureau of Economic Analysis	DOCBEA
Bureau of Industry & Security	DOCBIS
Bureau of the Census	DOCCEN
Economic Development Administration	DOCEDA
Economic Statistics Administration	DOCESA
International Trade Administration	DOCITA
Minority Business Development Agency	DOCMBD
Office of Inspector General	DOCOIG
Office of the Secretary	DOCOS
National Institute of Standards & Technology	DOCNIS
National Oceanic & Atmospheric Administration	DOCNOA
National Telecommunications and Information Administration	DOCTIA
National Technical Information Service	DOCTIS
Patent and Trademark Office	DOCPTO
Region Fishery Council	DOCRFC
Sabit	DOCSAB
Technology Administration	DOCTA
VIP Travel	DOCVIP

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REZPROFILER

REZPROFILER

Fields marked with * must be completed to save your profile

All Fields marked with an asterisk (*) are required fields.

Name Information

Title   First Name *   Middle Initial   Last Name *   Suffix

Select   [ ]   [ ]   [ ]   None

Complete the name section following the instructions below.

Home Address

Street Address*   Apartment

City*   State*   Zip*

Select

Although this is a mandatory field, please do not enter your home address. Instead, please enter your work address. (See instructions for work address.)

The name formats are as follows:

First Name – Enter your name as it appears on your photo identification (and travel charge card). Do not use nicknames, abbreviations, etc., unless your photo identification (and travel charge card) matches (use Robert, not Rob or Bob). If you have a title such as Dr. or Jr. or Sr., select the drop down box and select the appropriate title. **Do not use any special characters or punctuation such as a period or hyphen.**

Middle Initial – enter your middle initial if applicable. (This is not a required field.)

Last Name – Use your full legal last name. **Do not use any special characters, punctuation, or spaces (O'neil would be entered as Oneil, Mc Dowell would be entered as Mcdowell, and Lee-Smith would be entered as Leesmith.**

ADTRAV uses industry-standard encryption, including Secure Socket Layer (SSL). The connection icon area on your browser will change to "HTTPS" instead of "HTTP" when this security feature is invoked. Your browser may also display a lock symbol on the task bar at the bottom of your screen to indicate this secure transmission is in place.

Work Address

Company Name*

INTL TRADE ADMIN

Street Address*   Suite/Building

City*   State*   Zip*

Select ▾

Your Bureau name will be pre-populated. Do not use "special" characters in your address such as commas, hyphens, quotes. For example, the HCHB address is:
  1401 Constitution Avenue NW

Department

Department

Please enter your specific Office.

Contact Information

Home Phone *   Cell Phone   Pager

Work Phone *   Work Extension   Work Fax

Email Address *

dcar@doc.gov ◆

Please enter phone numbers where ADTRAV agents can contact you. Your Office e-mail address will be prepopulated.

Travel Arranger Information

Name   Work Phone   Work Extension

Email Address

◆   ☐ Receives All Correspondence

If you have a travel arranger, enter his/her name, phone, and e-mail. Check the box if you would like your arranger to receive all correspondence.

Emergency Contact

Name *   Phone *

Alternate Name   Alternate Phone

Please enter emergency contact(s) where ADTRAV agents can contact you if you are not available at the numbers above.

Travel Preferences

Eligible for the following discount travel rates.

☐ AAA   ☐ AARP   AARP Number:

Air Travel Preferences

Seat *   Row *   Special Meals   Smoking Preference

Select ▾   Select ▾   None ▾   Select ▾

Preferred Airport   Passenger Type *

[   ] Codes   Government ▾

Special Request

If you belong to AAA or AARP, please check the box and enter your AARP number. ADTRAV agents will always search for the lowest cost to the Government rate.

Hotel Preferences

Room Type   Smoking Preference

Select ▾   Select ▾

Special Request

Car Preferences

Car Type   Smoking Preference

Select ▾   Select ▾

Special Request

Please enter your travel preferences for air, hotel, and rental car. Remember the Department policy authorizes you to rent a compact size car, unless you are transporting a large amount of Government property, or are providing transportation to more than two other employees who are on official travel.

Frequent-Traveler Programs
Your Frequent-Flier, Driver, and Hotel Guest Programs   Add

If you belong to any frequent-traveler programs, click on the word "Add."

https://www.adtrav.com - Add Rewards Acco...

Rewards Program Entry

Account Type: – Select Choice –

Account Name: – Select Choice –

Account #:

Account Level:

Expiration:
(if known)   – / –

Exact Name on
the Account: we w wer

submit

Done   Internet

This box will open. Please enter your information and click on submit. Repeat this process for multiple programs.

Be sure to enter the exact name on the account.

International Travel

Adding your passport information to your profile will allow us to include it in your reservations.

Passport Number   Passport Exp.   Passport Date of Birth

Passport Place Issued   Passport Date Issued   Passport Nationality

United States of America

If you travel internationally, please enter your passport information.

Charge Cards

IBA Charge Cards Add
A charge card is needed to guarantee hotel requests.
Please note that changes or additions will not be reflected on this page until you click on [Save Profile] below.

If you have a Travel Charge Card, please click on "Add" and the following screen will appear.

Save Profile   Cancel

Done   Internet

Add Credit Card

Display Name (e.g., My VISA)   Card Type:

Select Choice

Please do not enter a personal non-Government credit card.

Name on Card: Card #:   Expirati

-- / --

Set to Use as Default For: Use For:
☐ Air Travel   ☐ Hotel Stays   ☐ Car Rentals   ☐ Business   ☐ Personal

Billing Address: Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address **must** be the address where the bills for this card are **currently** delivered, not where you would prefer they be delivered.

Address1:
Address2:   Select Address
City:
State/Zip: Select

ADTRAV does not recommend the use of debit cards for the purchase of airline tickets.

Save   Reset   Cancel

Click on Save.

Done   Internet

Save Profile   Cancel

Done

Click on Save Profile.